



UNITED STATES MISSION TO INTERNATIONAL ORGANIZATIONS
11, Route de Prégny - 1292 Chambésy, Switzerland
Tél: (41) 22-749 4655 - Fax: (41) 22-749 4752

Chambesy, 14 January 2011

To: Prospective Offerors

Subject: Solicitation number SGVA-11-R-000215

Enclosed is a Request for Proposals (RFP) for Gardening Services. If you would like to submit a proposal, follow the instructions in Section L of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 33 that follows this letter.

In Section C, Snow and Ice Removal C.16.2 services should be priced as Temporary Additional Services.

All prospective offerors who have received a solicitation package are invited to attend the site visit which will take place on **Tuesday 25th January, 2011 at 14h00**. See Section L.5 of the solicitation for instructions, date and time.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract based on initial proposals, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Proposals are due by **Friday 28th February, 2011, at 17h30**.

Sincerely,

A handwritten signature in blue ink, appearing to be "J. P. [unclear]", is written over the word "Contracting Officer".

Contracting Officer

Enclosure